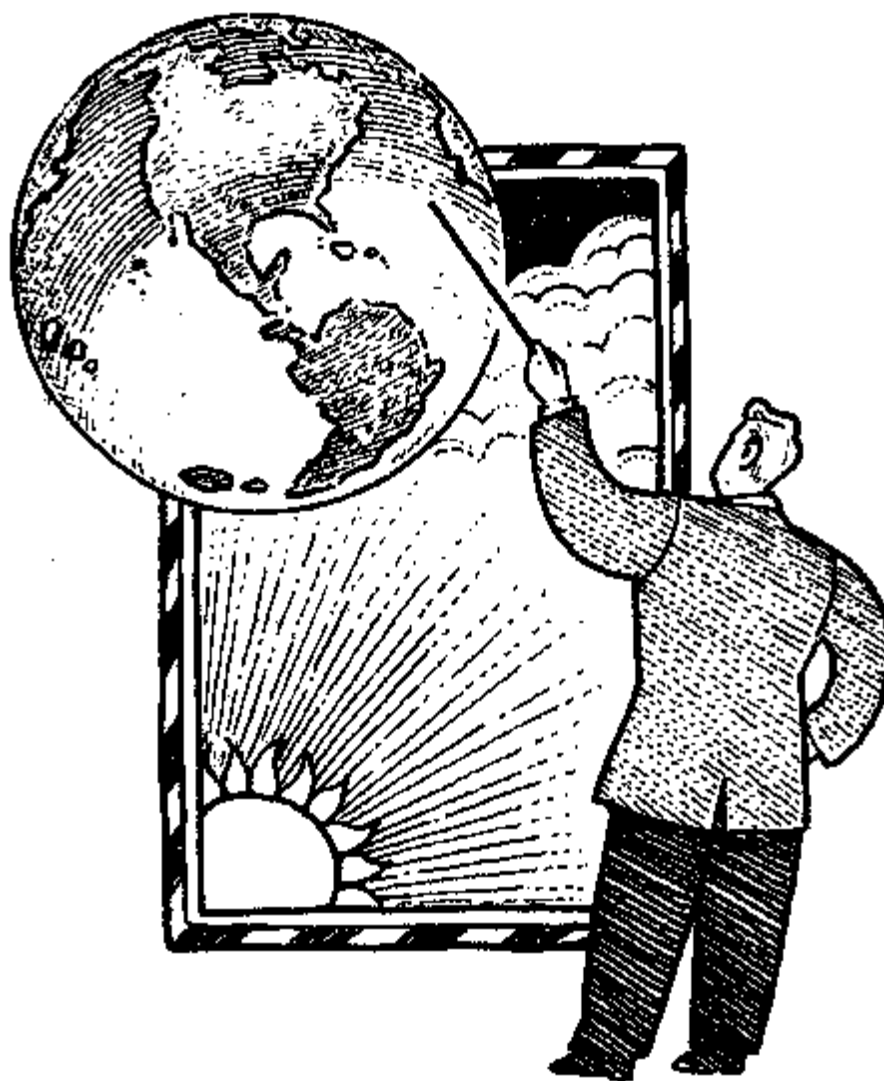


January 2006



California Environmental
Education Interagency
Network

PROCEDURAL HANDBOOK



California Environmental Education Interagency Network (CEEIN)

PROCEDURAL HANDBOOK

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CALIFORNIA ENVIRONMENTAL EDUCATION INTERAGENCY NETWORK

1. OVERVIEW

The California Environmental Education Interagency Network (CEEIN) is a state government consortium of environmental educators representing departments, boards and commissions of the California Department of Education (CDE), California Environmental Protection Agency (Cal/EPA), The Resources Agency of California (RA) and the California Department of Food and Agriculture (CDFA). CEEIN fosters broad understanding of the State's environmental and cultural resources while affirming that education is essential to the development of understanding and respect for the environment. The CEEIN partnership provides a forum for its members to share resources, programs and materials with California's public schools and students in grades Kindergarten through university.

The CEEIN mission is to develop, enhance, and advance environmental education efforts throughout California by collaborating, providing leadership and sharing its members' resources, programs, and products on state environmental education.

Additionally, a "leadership by consensus" approach was devised by CEEIN to maintain the spirit of an open forum whereby the responsibility for meetings and projects are shared by all CEEIN agencies. The lead agency is designated every two years.

CEEIN members meet monthly to discuss and share information about statewide environmental education efforts. These monthly meetings allow participants to network with their counterparts at the other boards, departments, and commissions on a regular basis. Discussions enable the various participants to rapidly exchange information and increase the breadth of information dissemination. This communication enables members to maximize their efforts and minimize redundancy.

Several CEEIN committees were formed to focus on specific areas of interest. These committees include Administration & Organization, Communications, Leadership & Legislation and Public-Private Partnerships.

CEEIN accomplishments include the Curricula and Compendia Project; a partnership with The Walt Disney Company to promote a statewide environmental education program and competition for fifth grade classes called *Jiminy Cricket's Environmental Challenge*; the California Environmental Education Web; establishing an outreach program that includes development and distribution of the CEEIN brochure, conducting workshops designed specifically for educators, and staffing exhibit booths at environmental conferences and fairs; and working to support and promote the California Regional Environmental Educational Community Network (CREEC) and database.

For additional information about CEEIN and its accomplishments, check out the CEEIN Home Page at <http://www.calepa.ca.gov/education/CEEIN/default.htm>

2. MEMBERSHIP

CEEIN was established through a Memorandum of Understanding (MOU) between CDE, CDFA, RA, and Cal/EPA. Each agency, department, board or commission within these agencies is represented.

CEEIN members are typically staff assigned to public education/environmental education programs within State agencies in California.

State agencies interested in joining CEEIN should meet the following criteria:

Eligibility: Interested agencies should be committed to environmental education (this may include providing a K-12 environmental education program, K-12 curriculum, or supplemental materials and activities to educate youth and/or adults on environmental education. Agencies may also be considered if they provide in-kind support of environmental education.) Agency participants should also be willing to share these resources with the public.

Membership: Members or their substitutes are required to attend meetings four times per year, participate in at least one CEEIN committee and vote on items before the network. (Ad hoc membership may be requested if a prospective party either resides too far to participate in monthly meetings, or has permanent scheduling conflicts that may prohibit regular attendance. Such members would receive CEEIN materials and may participate in discussions. However, ad hoc members cannot vote on CEEIN business.)

Interested members should first contact any CEEIN member to express their interest in joining the group. The party will then be directed to submit a written request to the CEEIN Administration and Organization Committee that contains the organization's mission statement, vision for Kindergarten through university environmental education, and reasons for joining CEEIN.

The Administration & Organization committee will review and discuss the potential new member with CEEIN members at the next regularly scheduled monthly meeting. If a favorable response is forthcoming, the committee will proceed with the following steps:

- Send the MOU, CEEIN history, and other relevant information, to the interested agency.
- Meet with the potential new member and invite authorized representatives from CEEIN member agencies to the meeting.
- Answer questions about the CEEIN MOU and review member responsibilities listed in the MOU.
- Invite the potential new member to present their mission statement, vision for Kindergarten through university environmental education, and reasons for joining CEEIN, to meet the members, and observe the operation of a monthly networking meeting.
- The CEEIN Administration and Organization Committee will revise the MOU to include a formal signature from the Director/Secretary of the new state agency member.
- Have the Director/Secretary or designate of the new state agency member and the other partner agencies sign the revised MOU.

Replacement and Recruitment of New Members: Departing CEEIN members may assist the network, via the CEEIN Administration and Organization Committee, in providing names of suitable replacements from their agency, or bring a replacement to the meeting before he/she departs. If a member leaves the group, and there is no immediate successor, the CEEIN Administration and Organization Committee will coordinate with a CEEIN Agency representative to approach the organization of the departing CEEIN member for assistance in securing a new CEEIN representative.

3. PARTNERSHIPS

CEEIN encourages partnerships with other agencies and organizations that support, promote and conduct environmental education.

Through such partnerships, CEEIN furthers its goals of fostering environmental stewardship and advancing environmental education in California, the United States and abroad.

Partners can in turn strengthen their own program efforts by networking and promoting their affiliation with state agencies and other partners that promote environmental education.

To be considered, a prospective partner should either be recommended by an existing CEEIN member, or should contact an existing CEEIN member and express his/her interest in becoming a partner. The prospective partner will then be invited by the CEEIN member to attend a CEEIN meeting to provide a presentation on his/her organization.

The prospective partner should also submit a letter directly to that member for submittal to the CEEIN Administration and Organization Committee. The letter should include, but not be limited to, the following:

- The text of the organization/agency's mission statement;
- Commitment to environmental education (this may include providing kindergarten through university curriculum, or supplemental materials and activities to educate youth and/or adults on environmental education); and
- Reasons for partnering with CEEIN.

The prospective partner should also provide samples of materials, tools and strategies that the partner agency/organization uses to promote environmental education.

The CEEIN Administration and Organization Committee will then review the submittal and coordinate with the California Department of Education to ensure it meets CDE legal and social content standards (<http://www.cde.ca.gov/ci/cr/cf/lc.asp>). The submittal will then be submitted to CEEIN members for a vote at a future meeting.

Partners may attend CEEIN meetings, participate in discussions, and share resources with CEEIN members and partners. They are not allowed to vote on CEEIN business, but may vote on committee issues that pertain to the CEEIN partnership.

4. FUNDING

There is no state legislative appropriation for CEEIN, thus there is no formal budget. Instead, support for the operation of CEEIN comes from in-kind and financial support from each of the member agencies.

5. COMMITTEES

CEEIN members participate in various committees that support the interest, direction, and mission efforts of CEEIN.

Committee Leads shall be responsible for their committee goals and objectives as they align to the MOU goals and objectives.

Committee Leads shall hold regular meetings as needed to ensure business is completed in a timely fashion and will report and carry motions forward to the CEEIN members for action.

ADMINISTRATION & ORGANIZATION

In order to advance Environmental Education in California, the Administration & Organization Committee of CEEIN coordinates activities that involve administrative duties and, together with CEEIN, provides leadership in this area. Members of this committee will:

- Review and make updates to the CEEIN Procedural Handbook, including documenting CEEIN's method of operation;
- Review and make recommendations regarding new members;
- Mentor new CEEIN members and provide orientation; and assist new department designees;
- Provide oversight for CEEIN web site, membership roster and MOU;
- Maintain and distribute CEEIN meeting calendar.

The Committee Lead will maintain CEEIN's Historical Binder.

COMMUNICATIONS & OUTREACH

In order to advance Environmental Education in California, the Communications & Outreach Committee coordinates activities that involve environmentally related public education and outreach and provides leadership with CEEIN in this critical area. The goals of this Committee are to:

- Oversee CEEIN materials and electronic media, including updates and reproduction of the CEEIN brochure.
- Identify and coordinate CEEIN's outreach activities by producing an Event Calendar for CEEIN members, and hosting the CEEIN Exhibit at selected education conferences.

- Enhance communication and facilitate agency cooperation to maximize efficiency and minimize redundancy in the development of environmental education programs and materials.
- Periodically hold committee meetings to assess past, report current, and plan future environmental education activities, and update CEEIN members as needed.

DIVERSITY COMMITTEE

In order to advance Environmental Education in California, the Diversity Committee of CEEIN coordinates activities that involve environmental education-related concerns, multicultural and environmental justice issues, and together with CEEIN, provides leadership in this critical area. Members of this committee will:

- Identify successful programs that promote involvement of the diverse student population in quality environmental education.
- Share current information with CEEIN members about the scope and breadth of California student demographics.
- Identify existing Environmental Justice networks and promote information exchange and dissemination.

Hold committee meetings periodically to assess past, report current, and plan for future activities, and update CEEIN members as needed.

LEADERSHIP & LEGISLATION

In order to advance Environmental Education in California, the Leadership & Legislation Committee of CEEIN coordinates activities that involve environmental education-related legislation and, together with CEEIN, provides leadership in this critical area. Members of this committee will:

- Act in an advisory capacity to research, monitor, and distribute legislation to CEEIN members;
- Encourage CEEIN members to advance environmental education initiatives;
- Encourage bill analyses within our respective organizations;
- Coordinate CEEIN's role in implementation of applicable legislation;
- Serve in an advisory role for organizations that plan to introduce environmental education legislation;
- Identify legislative funding strategies that promote environmental education;
- Act in a liaison capacity with the development and coordination of the "Education & the Environment: Strategic Initiatives for Enhancing Education in California" [State Plan];
- Track and inform CEEIN members regarding environmental education legislation at the federal level (i.e., No Child Left Behind) and its impact in California;
- Promote public/private partnerships to advance environmental education and integrate our mutual interests.

PUBLIC & PRIVATE PARTNERSHIPS

Environmental

Disney's Jiminy Cricket's Environmental Challenge (JCEC) is a public-private partnership program that challenges and inspires California's fifth grade students to learn more about the environment. In order to support the advancement of this program, a Steering Committee was developed to strategically design goals and objectives that would promote and support JCEC program participation and awareness.

This Committee, together with CEEIN Members and Partners will actively support these and other initiatives:

- Support marketing of JCEC, individually and as a team; attending and assisting with conferences, presentations, or teacher in-service training for JCEC; distributing JCEC program materials and support marketing efforts.
- Support efforts to increase participation in the JCEC program for both program elements: the pledge and class projects.
- Ensure that all partner education materials are based on sound science and available and distributed to teachers as requested.
- Support the development and implementation of model environmental education curriculum, i.e., linking participation to Education and Environment Initiative partnerships.
- Provide support to JCEC as needed by the JCEC Steering Committee: oversee and maintain website, maintain hotline, lead recognition efforts as they relate to The Wild Things broadcast, and the U.S. EPA President Youth Awards, and more.
- Participate in the judging of the JCEC Challenge portfolios.
- Support the recognition events for all JCEC challenge winners, including the school announcement, semi-finalists school visits, and support the recognition efforts for the Grand Prize winner at the Disneyland Resort.
- Support efforts to evaluate the effectiveness of the JCEC program.
- Provide financial support to JCEC on an annual basis.

6. MEETINGS

Because the meetings rotate between departments and agencies, the following guidelines have been established in order to provide a smooth transition:

- Meetings are held the third Thursday of each month
- Sample agenda and action item templates are attached for consistency
- Different members representing the host Agency and its departments volunteer to be meeting leader

The meeting leader is responsible for the following tasks:

Before Meeting:

- Arrange for meeting location, facilitator, note taker and timekeeper
- Work with meeting facilitator to draft agenda using the agenda ideas developed at the previous meeting

- Additional agenda items can be submitted to the meeting leader before the next meeting. Members submitting agenda items will designate them as Information, Action, or Discussion items. That person will either lead the agenda item, or recommend a lead person.
- Check in with members regarding action items to determine what has been completed and what still needs to be done. Update list and submit with meeting minutes.
- Check in with members leading the agenda topics and coordinate time needed
- E-mail the meeting packet including: draft agenda, previous meeting minutes, request for “What’s New in Your World?” items, and any relevant documents to all CEEIN members and Partners one week before the meeting
- Collect “What’s New in Your World?” items from CEEIN members by the Monday before the meeting.
- Submit agenda to CEEIN Webmaster.
- E-mail revised agenda and “What’s New in Your World?” items to members the Tuesday before the meeting.
- Meeting leader will designate an alternate meeting leader, note taker and timekeeper in case of an unexpected absence.

Day of the meeting:

- Provide list of attendees to security
- Check room number that guards have for meeting (both desks) and update if needed
- Post signs so members can find the meeting room

During Meeting:

- Insure that copies of agenda and items for group review will be available at the meeting
- Clarify agenda items
- Work with facilitator to ensure the meeting runs smoothly and on time

After Meeting:

- Remove any signs from walls
- Send action items to group within one week of the meeting’s end
- Submit approved version of previous month’s minutes to CEEIN Webmaster
- Submit final agenda to CEEIN Webmaster (if changed during meeting)
- E-mail current month’s minutes, (including “What’s New in Your World?”), action items and agenda ideas for following month to the next meeting leader.

7. MEETING GROUND RULES

CEEIN Members shall adhere to the following meeting ground rules to ensure meetings run smoothly and efficiently:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).

- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner

DRAFT SAMPLE

California Environmental Education Interagency Network (CEEIN)

Date:

Time:

Location:

Lead:

Note taker:

Timekeeper:

Facilitator:

Backup Lead:



AGENDA

	Item	Lead	Time	Action
1.	<u>Check – in and Catch -up</u> <ul style="list-style-type: none"> • Welcome & Introductions • Review Agenda • Approve Minutes • Update Outstanding Action Items • Distribute “What’s New in Your World” 		9:30 – 9:45	
2.	<u>What’s New In Your World</u>		9:45 – 9:50	
3.	<u>Committee Reports & Discussion</u> Administration & Organization Communications & Outreach Diversity Leadership & Legislation Environmentality		9:50 – 10:50	

4.	<u>New Business</u> CDE Update	Bill Andrews	10:50 – 11:15	
5.	<u>Pending Items/Parking Lot</u>		11:15 – 11:20	
6.	<u>Meeting Wrap-Up</u> <ul style="list-style-type: none"> • Clarify Action Items • Develop Next Meeting Agenda • Evaluate Meeting 		11:20 – 11:30	

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